LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Bursar Operations
125 Thomas Boyd Hall

REQUEST FOR USE OF CREDIT CARD TERMINAL AS538

(MasterCard, VISA, Discover and American Express)

Department			
Contact			
Phone		Fax	E-mail
Dates Needed	Start		End
Location *(Exact location where Credit Card Terminal will be used)*			
Purpose			
Driving Worktag:		Spend Category:	Ledger Account:

I request use of the Credit Card Terminal for the purpose described above. I have read and will abide by LSU's FASOP: AS-22 "Credit Card Merchant Policy". Form AS539 "Responsibilities of Credit Card Handlers and Processors" is attached for each employee entrusted with handling or processing credit card information and these employees have read their responsibilities listed below and signed acknowledging such.

At the end of each business day, the appropriate employee(s) in the department will have the responsibility of performing the following tasks:

- Close out that day's business and produce a batch report; and
- Forward the original batch report to Bursar Operations to prepare a CARD entry to record revenue and charge the transaction fee amount. A copy of the CARD entry along with 1 copy of the batch report will be sent to the department.

I understand a fixed transaction fee of 2.5% as well as chargebacks and any additional fees will be charged to the department. I also understand the credit card terminal should be returned to Bursar Operations in a timely manner.

Employee(s) _____ _____
Date

_____ _____
Date

_____ _____
Date

Approved by _____ _____
Department Head Date

FOR ACCOUNTING SERVICES USE ONLY

Processed by _____ Date _____